



Town of Fairhaven

Job Description

Job Title: Principal Office Assistant, Sewer Department
Level: Schedule B, Grade B
Hours: 35 hours per week
Supervisor: Sewer Superintendent
Status: Non-Exempt, Clerical Bargaining Unit

Summary

This position performs moderately complex administrative duties in order to fully support the daily operations of the Sewer Department for Fairhaven, MA. The Principal Office Assistant ensures organizational efficiency in the application of prescribed policies, procedures, and methods. This position performs all other related work as required.

Essential Functions

- Prepare yearly and monthly budgets. Prepare schedule of bills payable. Posting all bills payable for Sewer Department budget and articles.
- Prepare weekly payroll and maintain records of sick leave, vacation, change of status. Prepare weekend/holiday overtime schedule, weekly beeper schedule and overtime list.
- Maintains accurate records of all Sewer Department deposits and petty cash.
- Maintains complicated records requiring the careful selection, classification and compilation of information from general sources.
- Charges occasionally for overtime for Mattapoisett, Mill Bridge Holding and Popes Island.
- Type forms, statements, letters, reports, permits or other material from copy, rough draft or general instructions.
- Issue Recycle Permits, Hurricane Permits, Beach Permits, Septic Permits, Water & Sewer Permits and collect fees as required.
- Answer telephone and forward messages to proper personnel or department.
- Communicate with Dig Save, Eversource Gas and Electric, Verizon and Comcast.
- Assist other Board of Public Works Departments as necessary and any other related duties.
- Performs similar or related work as required, directed, or as situation dictates.

Knowledge, Skills and Abilities

- *Knowledge:* General knowledge of payroll, accounts payable and receivable, budgets, articles and purchasing and the software needed to perform duties. Working knowledge of Sewer Department processes. Basic knowledge of bookkeeping techniques. General knowledge of local government and its operations helpful.
- *Ability:* Ability to organize time and accomplish tasks. Ability to deal effectively and tactfully with the employees. Ability to maintain detailed records.
- *Skill:* Good computer and mathematical skills. Basic expertise and skill in utilizing computer software, word processing, database, and spreadsheet applications. Skill in all of the above listed

Required Experience

- High School Diploma, Associate's Degree preferred; and
- Three to four (3-4) years of general administrative experience preferably with some general accounting or tax collection experience; or
- any equivalent combination of education and experience.
- Ability to be bonded.

Physical Requirements

- This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move objects weighing up to 20 pounds.
- This position requires using a computer terminal for long periods of time.
- Vision and hearing at or correctable to normal ranges.
- This position requires the ability to operate a keyboard and calculator at efficient speed.

Working Conditions

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts consistently with the public other town departments, utility companies, Police and Fire Departments, Real Estate Agents.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service, monetary loss or legal repercussions and possible negative public relations for the department